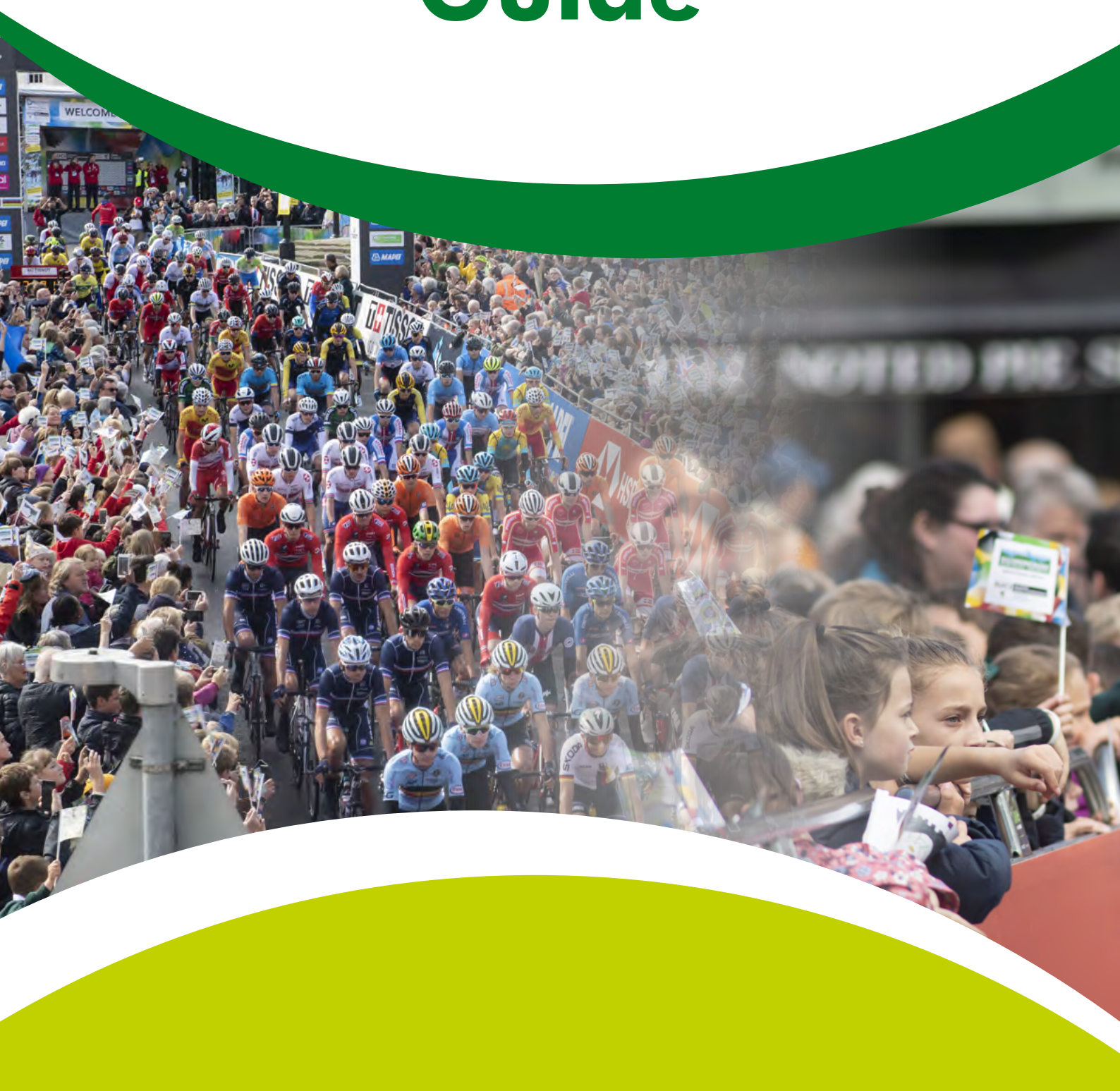




Event Management Guide



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Introduction

This guide should be seen as an introduction to organising events. Events come in all sizes big and small, but the basic principles of organising an event are fundamentally the same. All events have to be well planned; there is no substitute for careful and detailed planning. Planning well in advance gives you a chance to prepare a rough budget and to investigate the likelihood of success. Before you begin to plan your event do take a moment to consider your responsibilities as the event organiser.

As an event organiser you have responsibilities to a number of statutory bodies, these include Richmondshire District Council, North Yorkshire County Council and emergency services.

At Richmondshire District Council a Safety Advisory Group (SAG) has been established to assist event organisers. You are advised to contact the Safety Advisory Group with your event plans to ensure you can access the advice from the relevant authorities.

On most occasions you will need to apply for permissions and licences, assuring the SAG that you have planned for every eventuality.

Your responsibilities also include:

- Holding and running the event as described in any of your publicity and for making sure that the public are in a safe environment during the event and that their welfare is considered.
- Thinking through and planning all aspects of the event in good time beforehand so that your event will run as smoothly as possible and you are able to cope with responsibilities on the event day.
- As the organiser of an event you are legally responsible for the event. You owe a duty of care to all. In addition to this duty of care you will be obliged to adhere to relevant health and safety requirements. These obligations will extend to those who attend the event, all members of the events team, all workers, contractors and volunteers and to the wider public. Common law and statutory requirements require you to ensure that your event does not cause a nuisance to a third party. To ignore or neglect something that you know could be unsafe or harmful to them could render you liable to prosecution or a civil claim. This applies if you are there by association or employment.

The ultimate responsibility for all matters regarding the safety of any event and the implementation of any recommendations contained in this document rests with the event organiser. As well as this guide you are strongly advised to consult the Events Forum publication **"The Purple Guide"** a guide to health, safety and welfare at music and similar events.

Planning Your Event

You are advised to follow these simple steps to ensure your event is the success you hope it to be.

- Action 1** Carry out a feasibility study (where, when, what, why) develop a site plan together with an outline event plan.
- Action 2** Get written permission from the landowner to use any land or buildings that may be required for your event.
- Action 3** Carry out relevant research and get advice from relevant responsible authorities. You will also need to register your event with Richmondshire District Council by completing the **SAG notification form**.
- Action 4** Develop a draft Event Management Plan, if required apply for a **premises licence** or **temporary event notice** to hold regulated activity.
- Action 5** It is important that you inform local residents and businesses of your event plans taking on board any feedback you may get. If you envisage any problem it may be worth considering holding a local business and residents meeting.
- Action 6** Event plan and any other related documentation to be submitted to SAG. You may be invited to attend a SAG meeting.
- Action 7** As soon as the licence has been granted or following action 6 if there is no regulated activity a final Event Management plan should be drawn up and any alterations made.
- Action 8** Final SAG meeting before the event (if required)
- Action 9** Your event is now ready to go – ENJOY.

This is a generic structure, each event is different and this structure may need to be slightly adapted depending on the individual event.



Licensing Your Event

Depending on the nature of the event you will need to have the following activities covered by such a licence:

- Music (recorded and live) and dancing.
- Supplying and selling alcohol.
- Plays.
- Indoor sporting events.
- Boxing and wrestling.
- Film.
- Supply of hot food between 11.00pm and 5.00am.

The nature of the licence you will require will be dependent on the location of the event and whether that location has a premises licence or not. Consideration will also be given to the duration of the event and the number that will be attending. There are three main categories of licence event organisers need to be aware of:

PREMISES LICENCE

A Premises Licence is required by any premises that provide entertainment and/or alcohol and/or late night refreshment. This will include mobile food traders operating after 11pm. A single premises licence will now cover all licence activities that businesses wish to undertake. A Premises Licence authorises the holder of the licence of that premises for those licensable activities. The premises licence will detail all operating conditions. The purpose of those conditions is to regulate the use of the premises for licence activities in line with the licence objectives. These are:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

If you wish to sell alcohol as part of your premises licence you will need to have a Designated Premises Supervisor who must have a personal licence.

An application for a premises licence along with the operating schedule and plan of the premises must be submitted more than 28 days before the intended date of operation. You will also have to advertise, on the premises and in local papers, that an application has been made.

Representations may be made about an application for the grant of a premises licence by local residents and businesses, the police, the fire authority and public bodies with responsibility for environmental health and welfare of children. The representations must concern the promotion of the licensing objectives.

It may be necessary to hold a licensing hearing to hear the representations which will be held at the Council offices and the licence will be determined by the council's licensing committee.

Full details of the licensing process including fees can be found at

www.richmondshire.gov.uk/licensing/alcohol-and-entertainment/premises-licence

No activities can be undertaken until a licence has been issued.

TEMPORARY EVENT NOTICE (TEN)

A Temporary Event Notice applies to events with less than 500 people attending and last no longer than 168 hours. This is a notification to the licensing authority with details of the event and will be followed by an acknowledgement by the licensing authority of the notification.

A TEN can be made by someone who is at least 18 years old. There are limits on how often and the number of TENs that can be given in respect of a premises each year.

The TEN must be submitted to Richmondshire District Council with copies to the Police and Environmental Health Team no later than 10 working days before the event is to take place.

Full details of the TEN process can be found at **www.richmondshire.gov.uk/licensing/alcohol-and-entertainment/temporary-event-notice**

If an event is held on land where a premises licence is already in place and has an audience of over 500 and lasts for more than 4 days it is possible that that event may be covered within the conditions of the existing premises licence.

If the event is outside of these conditions of the premises licence then an application must be made to either vary the existing licence or make an application for a new licence which could take more than 28 days to issue.

Traffic Management

Any event which has an impact on public roads will require a Traffic Management Plan (TMP). It may mean an increase in traffic and parking in a particular area or a larger than average number of people on public transportation. In some cases, an event may wish to close a road for a short period of time. A road that is closed to vehicle access, even for a short period of time has many implications. The public needs to be informed of any closure or diversionary routes before the event. Buses, taxis and emergency vehicles may be affected and need to be warned of diversions. Parking bays may need to be suspended for the day. If accessible bays are affected disabled people must be informed of this and alternative arrangement should be considered Business loading zones may also be affected. You will need to apply for a Temporary Traffic Regulation Order (TTRO) if you want to hold an event that closes off access to vehicles.

If you are holding a parade, a procession or a road race you will need a TTRO and the agreement of North Yorkshire County Council. If there is a requirement for a road closure this would require a minimum of 12 weeks to prepare. Time needs to be allowed to agree the appropriate road closures, diversionary routes, signage and public consultation. Details of what you will need to do can be found at www.northyorks.gov.uk/roadworks-road-closures-and-diversions

If you are planning a larger event, you will need to provide NYCC with the following documents with your application:

- copy of your Public Liability Insurance Policy with a minimum of £5m cover
- Traffic Management Plan detailing the alternative route (where applicable)
- Traffic Sign schedule and site plan, detailing sign layout
- Plan showing traffic signal layout (where applicable)
- Letter providing full billing details for payment of appropriate fees

If you are not sure what to do call 01609 780780 for guidance.

Policing Services

You will need to consult with North Yorkshire Police on matters relating to your event i.e. on matters such as public order. If you require a TTRO (Temporary Traffic Regulation Order) or a TMO (Traffic Management Order) you will need to discuss the implication of the road closure with North Yorkshire Police. Bear in mind that the Police will not manage traffic at your event unless it is a matter of an emergency.

Crowd Management, Security and Stewards

Public events need to demonstrate that competent security and stewarding arrangements are in place. If you are arranging a big event then you will more than likely need to employ a private security company to look after security and crowd safety at your event. Such a company will be able to draw up or advise on a crowd management plan. Organisers must take account of any special security measures necessary they may arise out of circumstances such as attendance of VIP's or the presence of large amounts of money at the event. All security staff must wear their Security Industry Authority badge at all times.

Security at events is defined as:

Guarding against unauthorised access, occupation or outbreak of disorder.

Guarding property against destruction and danger.

Guarding individuals against assault.

You may wish to refer to the Health and Safety Executive booklet **“Managing Crowds Safely”** - this gives guidance on levels of security for events.

The security industry is governed by the Security Industry Authority (SIA) which licences all operators. All stewards or security personnel should be easily identified. The findings of your risk assessment will also help you decide on the number of stewards necessary to manage the crowd safely.

It is the responsibility of the event organiser to ensure that any steward employed has received the appropriate training and has been briefed in respect of their role.

Emergency and Evacuation Plan

You must have an emergency and evacuation plan. Your Emergency and Evacuation Plan will detail how you will deal with any incidents. An incident is something that happens at the event that requires the organisers to intervene. This could be an accident, a fire, a theft or social disorder etc. Some incidents are minor and you and your team – including security, stewards and first aid may be able to deal with them yourselves. For major incidents you will need to call in North Yorkshire Police, North Yorkshire Fire and Rescue or the North Yorkshire Ambulance Services.

Your emergency plan must set out how you will evacuate the site, or part of the site, or other operational areas if there is a major incident how will emergency vehicles enter and exit the site. As the organiser of the event, you are responsible for the implementation of your emergency plan, but be prepared to take advice and support from the emergency services on this. People within your audience may be affected by a range of disabilities e.g. epilepsy, impaired hearing, restricted mobility, visual impairment, learning disabilities etc. You need to ensure that their impairments are included in your Emergency and Evacuation Plan.



Fire Safety

The Regulatory Reform (Fire Safety) Order 2005 is intended to create a fire safe environment in and around all premises being used for; or part of any event, including temporary structures such as tents and marquees. The responsible person for each event must:

- Undertake a fire risk assessment.
- Reduce the fire risk to a minimum and implement appropriate fire precautions.
- Ensure as far as is practicable the safety from fire of relevant persons, including employees and all others.
- Prepare a fire safety strategy designed to deal with any fire emergency.
- Review the fire risk assessment and the fire safety strategy when necessary.

Matters that must be considered to comply with the above are:

- How and where is the fire most likely to start?
- Can the risk be eliminated or reduced?
- How will the fire be detected?
- How will the alarm be raised?
- What is the evacuation procedure? (this will include Fire Exit signs and stewarding).
- What first aid fire-fighting equipment (extinguisher) is required?
- Do stewards/staff know what to do in the event of a fire? (Have they received relevant training?).
- What procedures are in place for calling the fire service?

Even if you include fire in your main risk assessment you are required to have a separate fire risk assessment.

For information and advice and to check that you have covered everything, please go to North Yorkshire Fire and Rescue Service (NYF&RS) at

www.northyorksfire.gov.uk

You can find further helpful information at

<http://www.hse.gov.uk/event-safety/fire-safety.htm>

Medical Services

The level of medical cover required depends on a number of factors that include the activity, location and the number of people you expect to attend. Don't rely on having a local person who knows first aid because of their job. There are regulations covering the competence and validity of providing cover for public events. If you're planning a major event then you need to discuss your requirements with the North Yorkshire Ambulance Service (NYAS) as soon as possible. The NYAS will be happy to advise you with the requirements you may need to run your event safely and within the guidance recommended by the Health and Safety Executive. You will be asked to complete a medical assurance form and submit this to NYAS.

For more information contact NYAS at yas.events@nhs.net

The Events Industry Forum's 'Purple Guide' also includes example first-aid and medical assessments for an audience at an event.

<http://www.thepurpleguide.co.uk/>

Communications

It is essential that stewards, security staff, and the organisers are able to communicate effectively. At larger events the facility for at least one jointly staffed office (Event control) should be made available when necessary. This provides a means of joint communication between participating organisations. Communication with the public is as important as communication between staff. In the event of an emergency or evacuation an effective means of communication must be available, this needs to form part of the evacuation plan.

Barriers

Barriers are useful at events only if they are used appropriately. Make sure they protect the public but do not restrict them in an emergency. There should be barriers 2 metres from the stage and if you are expecting large audiences or have a very popular performer on stage you may need to use pit barriers. People should be kept away from all potentially dangerous areas by barriers. If you plan to fence-off your site and charge admission, suitable barriers or fencing must be erected with adequate entrances and exits both for pedestrians and emergency vehicles. Barriers should be appropriate for their designated use and as with temporary structures they must be erected in strict compliance with health and safety legislation.

Environmental Matters

As an event organiser Environmental and Public Protection matters must be one of your highest priorities. You must consider, whether the venue is suitable for the type of event proposed. The concerns of any local residents must be considered when developing your plans especially in relation to noise, anti-social behaviour and litter. It is the responsibility of the event organiser to ensure that the event site is left in the same condition as it was before the event. Contact Richmondshire District Council Environmental Health Team for advice on matters of noise pollution and water supplies. You may also contact Environment Agency for information on floods and other environmental matters who would be happy to assist. www.gov.uk/government/organisations/environment-agency

Catering Arrangements

FOOD SAFETY CONSIDERATIONS

As the organiser of the event you have a legal responsibility to ensure the health, safety and welfare of all employees, volunteer helpers or contractors involved in arranging the event; and to the public and visitors attending it.

Food business operators taking part in the event also have the same responsibility for their stall or catering service.

As an event organiser it is strongly recommended that all food businesses attending your event have a hygiene rating of 3 or above. These ratings mean that the food business complies with food legislation. However, ratings of 2 and below mean that the food business does not comply with food legislation.

By only allowing food businesses with ratings of 3, 4 and 5 to trade at your event, you can therefore have confidence that the food they sell/serve is safe to eat. We suggest you make this rating your criteria in your event application process and include it in your event literature.

All food hygiene ratings are published on the Food Standards Agency website at www.ratings.food.gov.uk

Event catering is a high risk activity and all food handlers are to be supervised and instructed and/or trained in food safety matters appropriate for their work activity.

Training is an area that is best dealt with during the pre-planning stages of the event. We recommend that the organisers ask the food business operator for a copy of any certificates of training completed.

You may wish to use the caterers checklist found in Appendix 2 to ensure your caterers have all the necessary arrangements to sell food safely.

Health and Safety

The Event Organiser and/or the landowner are responsible for the health and safety of both the public and those taking part in the event. You must ensure that you have a named person who is responsible for health and safety at your event. An event organiser has a duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks.

Health and safety doesn't have to be complicated. Information on HSE's webpages will make it easier for you to comply with the law and manage health and safety in your organisation.

Hazards such as the use of inflatables, temporary structures, fireworks, pyrotechnics, animals must be assessed for the risks they pose to visitors, volunteers, contractors and the general public. There may be many more categories of hazard that you must assess and each event will involve different hazards and risks.

Appropriate controls must be put in place to remove or reduce the risks of harm from those significant hazards. You can find useful information on risk assessments at www.hse.gov.uk/simple-health-safety

The Purple Guide may help you to make sure all relevant areas of health and safety at your event are covered. <http://www.thepurpleguide.co.uk/>

Role of the Safety Advisory Group (SAG)

The Richmondshire Safety Advisory Group is made up of officers from Richmondshire District Council as well as from the North Yorkshire Police, North Yorkshire Fire and Rescue Service, The North Yorkshire Ambulance Service, and others depending on the event. The Group is chaired by Richmond District Council's Environmental Health Manager.

The purpose of this group is to make sure, as far as is reasonably practicable, that people attending or working at events are safe and that their enjoyment doesn't affect other members of the public in an adverse way.

If it is necessary, (usually for larger events) a meeting of the Safety Advisory Group will be arranged and you (the event organiser) will be invited to this meeting. You will need to supply this group with relevant information about your event, such as an **event plan**, **site plan**, and an **event safety plan**, **risk assessments** to include **fire risk assessment**, which will be discussed at that meeting.

These will need to be with SAG in draft format two weeks before the meeting with the final documents supplied six weeks before the event. If documents are not received within the above timescale SAG members cannot guarantee the correctness of the advice that is offered.

Remember, this group is an **advisory** one and is here to help you stage your event and to make sure that the interests of all are served. Enjoyment, safety, health and welfare of all, at and around your event, are the main concerns of this group / meeting. Individual enforcement agencies could take more formal action if there is a lack of co-operation or a serious breach on the part of the organisers.

WHAT DO YOU NEED TO DO?

All the members of the Safety Advisory Group are here to help to make your event as safe as possible, but it is your event and your responsibility. In order for the Safety Advisory Group to assess any potential risks associated with your event you must provide them with written notification of the event this can be done by completing the event notification form (**Appendix 1**). You are advised to give as much notice as possible of your event through the submission of the Events notification form, the suggested guide being:

- Small Events with no road closures –up to 5,000.
Advisable 6 months - Minimum 3 months' notice.
- Medium events with no road closures 5,000-10,000.
Advisable 12 Month - Minimum 6 months' notice.
- Large events and any event including road closures. This applies no matter how many are attending or if you need a license for your event.
Advisable 12 months - Minimum 9 months' notice.

What happens next?

Once Richmondshire District Council has received your notification form, this is assessed by Safety Advisory Group on a risk basis to include the nature and size of your event. A decision will be made as to whether you need to formally attend a Safety Advisory Group meeting in person or not.

It is likely that individual members of Safety Advisory Group will be in touch with you to gather more information about your event. You may be invited to send in your event documentation for comments or suggestions. You may be advised to change some of your plans to improve safety and to ensure that minimum management standards are achieved before your event takes place.

If you are required to attend a Safety Advisory Group meeting you will be contacted by telephone or e-mail with the date and time you need to attend. We will endeavour to give you as much notice as possible prior to the meeting.

The Safety Advisory Group does not grant permission to hold the event – the decision about whether to hold the event after obtaining the advice is down to the event organiser. If any of the SAG members feel you have or are likely to breach any relevant legislation by holding your event or are unable to grant a relevant permission you will be informed of this and appropriate action taken.

Useful Contacts

Richmondshire District Council

Safety Advisory Group: safetyadvisorygroup@richmondshire.gov.uk

Environmental Health: environment@richmondshire.gov.uk

Licensing: licensing@richmondshire.gov.uk

Planning: planning.enquiries@richmondshire.gov.uk

Waste: binsandrecycling@richmondshire.gov.uk

Economic Development: grants@richmondshire.gov.uk

North Yorkshire Police: NYPLicensing@northyorkshire.pnn.police.uk

North Yorkshire Ambulance Service: yas.events@nhs.net

Fire and Rescue: CAO.Performance@northyorksfire.gov.uk

Useful Publications/Sources of Information

The Event Safety Guide (Purple Guide) www.thepurpleguide.co.uk

Sports Ground Guide (Green Guide) <https://sgsa.org.uk/greenguide/>

Managing Crowds Safely (HSE)

www.hse.gov.uk/pubns/indg142.htm

Managing Health and Safety (HSE)

www.hse.gov.uk/pubns/books/hsg65.htm

Guidance for Fire Risk Assessment and Law

www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments

Construction Design and Management Regulations 2015

www.hse.gov.uk/pubns/books/l153.htm

Temporary Demountable Structures (HSE)

www.hse.gov.uk/event-safety/temporary-demountable-structures.htm

Inflatables (HSE)

www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm

Licensing Guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003__April_2018_.pdf)

[Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003__April_2018_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/705588/Revised_guidance_issued_under_section_182_of_the_Licensing_Act_2003__April_2018_.pdf)

Events Planning Protocol – Temporary Road Closures

<https://www.northyorks.gov.uk/roadworks-road-closures-and-diversions>



Appendix 1 - Event Notification Form

Section 1 - EVENT OVERVIEW

Name of the event:															
Event Type (e.g. sponsored walk, fun day):															
Event location															
Event date															
Event opening times:	From ____:____ to ____:____														
Date and time of arrival on site:															
Date and time of departure from site:															
Anticipated number of people attending per day															
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50 – 99															
100 – 199															
200 -499															
500 – 999															
1000 – 2000															
>2000															
If more than 2000, please state number anticipated each day: _____															
Maximum number of people expected on site at any one time: _____															

If any section is not relevant to your event, please write N/A and go to the next section

Section 2 - ORGANISER DETAILS

Name of organisation		
Event Organiser/s Name		
Contact address		
	Postcode	
Tel. No.	(day)	(evening)
Mobile No.		
Email address		
Contact Tel No. on day of event:		
Please give details of any previous experience the organiser has in running such an event:		

Section 3 – EVENT DETAILS

Please provide a description of event:			
Will your event involve any display of Fireworks? (please circle)		YES	NO
Will any of the following take place at the event?	Type:	Please tick	
	Sale of alcohol		
	Live/recorded music		
	Dancing		
	Exhibitions of films		
	Indoor sporting events		
	Sale of Hot Food and Drink after 11 pm and before 5am		
	Inflatables (e.g. bouncy castles)		
	Fairground rides/Children's rides		

Please provide details of the entertainment to be held/what is to be sold:

Section 4 - CATERING

If hot/cold food or drink is to be supplied as part of your event, please give details:

Times that hot food will be available: from ____:____ to ____:____

Are all food/drink traders registered with their home (local) authority under the requirements of the food hygiene regulations? Please provide details of local authorities. Please also supply the Food Hygiene Rating Score for each trader.

Will food traders have access to a potable water supply (clean, uncontaminated and suitable for drinking) to facilitate hand washing, washing of equipment and food preparation?

Please provide a list of all traders with contact details including forwarding addresses with this notification form.

Will any of the food be on sale during the event?

YES

NO

Section 5 - PUBLIC LIABILITY INSURANCE (essential for events requiring road closures or those requiring the hire of Council land. Strongly recommended for all events.)

Name of insurance company	
Policy number	
Amount of cover	£
Please provide a copy of the Public Liability Insurance certificate with this notification.	

Section 6 – STEWARDS

Number of stewards	Pit area (if stage)	
	Entrance or exit	
	Vehicle parking	
	Patrols	
	Other	
	Total	
Name and address of security company (if applicable)		
Contact name and telephone number		
How will any emergencies be communicated to stewards?		
Is there a stewarding plan outlining training, identification, siting, numbers and communication? If so, please provide a copy with this notification.		

Section 7 - COMMUNICATIONS

Will radios be used?	YES	NO
If no, how will contact be maintained between organiser(s) and the stewards?		
Is there a Public Announcement System?	YES	NO
If yes, is it capable of being silenced in an emergency?	YES	NO

Section 8 – TEMPORARY STRUCTURES e.g. Stage, dance platforms or marquees

Will temporary structures be erected?	YES	NO
If yes, please provide details of the type, size and number, and attach detailed structural drawings from the Supply/Building Company where appropriate:		

Section 9 – WELFARE FACILITIES

Sanitary conveniences - <i>please record the number of each to be provided:</i>			
Male	No. WCs	No. Urinals	Number of Wash Hand basins
Female	No. WCs		Number of Wash Hand basins
Disabled	No. WCs		Number of Wash Hand basins
Will drinking water be provided?			YES NO
Will drinking water be provided via bottled water / mains water / private water supply?			

Section 10 – ELECTRICAL SYSTEMS

The electrical system for the event must be installed by a competent person. Provide details below of the person installing the system:

Section 11 – SPECIAL EFFECTS – *Will any of the following be used during the event?*

Please circle: Lasers / Strobe lighting / Ultraviolet light / Pyrotechnics / Smoke / Fog Machines Other (please state):
--

Section 12 – FIRST AID – provide details of the arrangements for the following:

First Aiders	
First Aid Post	
Ambulances	
Paramedics	
Name of Organisation providing these facilities	

Section 13 – FIRE SAFETY

Have you prepared a fire risk assessment for the event?	YES NO
---	--------

Section 14 – HIGHWAYS

Is the event held on public highway?	YES	NO
Name streets involved:		
Will the highway need to be temporarily closed?	YES	NO
Will the footway need to be temporarily closed?	YES	NO
Is the event held on Council owned land?	YES	NO
Will your event have an impact on the normal flow of traffic?	YES	NO
Please give details of any car parking arrangements and the estimated number of vehicles attending the event each day:		
If your event will have an impact on traffic flow please provide a traffic management plan (diagram/map) indicating position of traffic signs, barriers, marshals, etc		

Section 15 – EMERGENCY PLANNING

Has an emergency plan of action been established?	YES	NO
Does your emergency plan include arrangements for:		
Identification of key decision making personnel	YES	NO
Stopping the event	YES	NO
Identification of emergency routes	YES	NO
Holding areas: performers/audience	YES	NO
Coded 'stand down' and 'alert' messages	YES	NO
Script of public address announcements	YES	NO
Rendezvous points for emergency services	YES	NO
Ambulance loading points and triage area	YES	NO
Secure traffic routes to hospitals	YES	NO

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL IS RELEVANT TO THIS NOTIFICATION *Please continue on a separate sheet if necessary.*

SUPPORTING DOCUMENTATION

Please ensure that you have included all **relevant** documents as part of this notification.

If not attached with this notification, they must be sent to the Safety Advisory Group (SAG) at least six weeks before the event in order for the group to consider the event fully.

Documents	Tick if attached	Date documents will be available if not attached
Risk Assessments		
Map/Plan of site		
Emergency Plan		
Other documents may include :		
List of food/drink traders and contact details		
Traffic management plan (if applicable)		
Route (run/walk/cycle/parade) (if applicable)		
Technical drawings of temporary structures (if applicable)		
Event Insurance (mandatory for some venues)		
Public/Employer Liability Insurance		

Please return (if possible by e mail) to:

Safety Advisory Group
Environmental Health
Richmond District Council
Mercury House
Station Road
Richmond
DL10 4JX

Tel No: (01748) 829100

Email: **safetyadvisorygroup@richmondshire.gov.uk**

Appendix 2 - Events Caterers Checklist

Please find below a checklist which can be used to help you identify that the food stalls are complying with Food Safety legislation.

Checklist	Yes	No	Actions Required
Does the food business have a Food Hygiene Rating of 3 or above? If a new business, are they registered with a LA?			
Does the food business have food hygiene training certificates available?			
Is the structure fit for purpose? E.g. Floors and walls suitable?			
Do they have suitable and sufficient lighting?			
Does the stall require ventilation? If so is it adequate for the needs of the business?			
Is there a potable water supply available at all times?			
Is there an adequate number of flushable toilets on site?			
Do all the food stalls have a separate hand wash sink available with hot and cold water, hand soap and drying facilities?			
Are waste bins available for the food business and customers? Are they being emptied regularly?			
Is there a suitable quantity of clean cloths and a "food safe" sanitiser available?			
Is the stall / vehicle clean?			
Are all food handlers displaying a good standard of hygiene and wearing clean over-clothing?			
Can the food be protected from contamination at all times?			

**This information is available in
alternative formats and languages**



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